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**Meeting Minutes**  
**ND Economic Development Foundation Meeting**  
**Monday, February 2, 2009**  
**Century Center, Bismarck, ND**

**CALL TO ORDER:**

The meeting was called to order at 2:05 p.m. by Pamela Schmidt, Chairperson.

**Members Present:** Bruce Furness, Elaine Fremling, John Machacek, Kathy Gaddie, Mark Nisbet, Pamela Schmidt, Tim Hennessy, and Shane Goettle.

**Members Present Via Phone:** Bruce Thom, John Q. Paulsen, Duaine Espegard.

**Members Absent:** Bill Shalhoob, Bob Mau, Bruce Smith, Chuck Hoge, Daniel Traynor, Frank Keogh, Guy Moos, Harold Newman, Judith Paukert, Philip Boudjouk.

**Guests Present:** Jill Schwab, Justin Dever.

**WELCOME & INTRODUCTIONS:**

Pamela Schmidt provided a welcome to members in person and on the phone. John Machacek is the newest member of the Economic Development Foundation (representing the Young Professionals Network) from Fargo and John introduced himself to fellow members.

**APPROVAL OF AGENDA:**

Elaine Fremling asked for a motion to approve the February 2, 2009, agenda.

**Motion:** Kathy Gaddie moved to approve the February 2, 2009, agenda. Mark Nisbet seconded the motion. Motion carried.

## **APPROVAL OF MINUTES:**

Elaine Fremling asked for a motion to approve the October 3, 2008, minutes.

**Motion: Tim Hennessy moved to approve the October 3, 2008, minutes. Kathy Gaddie seconded the motion. Motion carried.**

Elaine Fremling asked for a motion to approve the October 27, 2008, minutes.

**Motion: Mark Nisbet moved to approve the October 27, 2008, minutes. Tim Hennessy seconded the motion. Motion carried.**

Elaine Fremling asked for a motion to approve the November 25, 2008, minutes.

**Motion: Kathy Gaddie moved to approve the November 25, 2008, minutes. Bruce Furness seconded the motion. Motion carried.**

## **COMMITTEE REPORTS:**

### **Finance Committee**

#### Quarterly Financial Statements

Elaine Fremling reported that the Profit & Loss Statement reflects a net income balance of \$-7,904.96. The Balance Sheet as of December 31, 2008, is \$78,412.30. The Customer Balance Summary shows outstanding pledges of \$15,499.99 and the Statement of Cash Flows has a balance of \$62,912.31 as of December 31, 2008.

**Motion: John Q. Paulsen moved to approve the Quarterly Financial Statements. Bruce Thom seconded the motion. Motion carried.**

#### Client Relations Expenditure Requests

Elaine Fremling reported that the Experience ND event request for \$5,000 was approved at the fourth quarter Foundation meeting in Minot on October 3, 2008. The final expenditures for the event were reviewed with members.

Bruce Furness will be in contact with Marvin Windows to try to secure a sponsorship pledge for the Foundation in the near future.

#### Northwood/Bowman Community Roundtable Updates

Elaine Fremling mentioned that she attended the Bowman Community Roundtable held on January 7, 2009. The Dickinson Press and the Bowman County Pioneer each ran positive stories on the roundtable meetings. The next Community Roundtable will be held in Belcourt, ND in

March/April 2009 and the next quarterly Foundation Board meeting will be held at the CanadInn or on the UND Campus in Grand Forks in April 2009.

Members will e-mail Jill Schwab with dates in March and April that conflict on their schedules so that the Foundation is able to have a good turnout at the next meeting.

## **DEPARTMENT OF COMMERCE UPDATE:**

### **Legislative Update**

Shane Goettle gave an overview to members of the North Dakota Department of Commerce Report to the Joint Industry Business and Labor Committee in January 2009. Commerce focuses its efforts on four strategic priorities:

- 1) Business, Community and Industry Development
- 2) Workforce & Volunteer Attraction, Retention & Expansion
- 3) Employee Satisfaction, Contributions & Growth
- 4) Internal Operations

The Report highlighted tourism's return on investment activities, partner grant programs, fostering entrepreneurs through Innovate ND, APUC grants, Energy Efficiency & Renewable Energy, Development Fund activity, Renaissance Zones, Community Development Block Grants, the Home Program, Empower ND, Experience ND Events, Centers of Excellence partnerships and job creation (direct and indirect).

The report also describes activities on the AmeriCorps program, Operation Intern, Career Conversations, the Talent Initiative, and community impact maps.

The Department of Commerce Budget review started on the Senate side. The Centers of Excellence Budget Bill (House Bill 1015) is scheduled for a hearing within the House on February 4, 2009.

The Department of Commerce is proposing several enhancements to its programs (Innovate ND, Operation Intern (\$1.2 million), Tourism Marketing (\$912,000), Childcare Enhancement Program (\$3.5 million, one-time funding to expand childcare, improve the quality through infrastructure improvement, and maintenance of the daycare facility), blender pump initiative (\$2 million, one-time funding to put in a bio-fuels blender pump at retail fuel stations), \$500,000 increase to the North Dakota Trade Office for staffing expansion, training workshops, and ongoing technical services.

The Small Business Development Center is proposing \$400,000 increase for salaries, supplies, travel, and marketing materials. \$100,000 is proposed from the general fund to promote the commission of the U.S.S. North Dakota. The Workforce Enhancement Fund provides \$2 million to assist target industry employers with training needs.

Commerce's base budget is proposed at \$32.5 million (including all proposals and one-time funding). The base budget is \$26 million.

## **NEW BUSINESS:**

### **Strategic Planning**

Shane Goettle reported that the Strategic Plan was finalized in 2002, updated in 2005, and the benchmarks were modified within the Plan in 2008. In 2009, the Foundation will need to launch a Strategic Planning process. An in-state facilitator might be best fit to guide the process and analyze the questions. The Foundation members should take a look at the existing plan along with the input we received from community roundtables throughout the state in 2008. There is a strong interest in the eastern part of the state in the life science industry. The Plan could include input on workforce attraction, housing, infrastructure, and community development.

During the first quarter in 2010, a new document would be unveiled which would form the basis of the Strategic Plan. From that Plan, decisions, staffing, policy, and structure would be put in place and the Benchmarks would be developed as a result of the Plan.

Elaine Fremling suggested that revolving targets based on change should be considered when revising the Plan.

Kathy Gaddie would like to see the five targeted industries focus not only on business and job creation, but also on business retention.

John Machacek could see the Plan having two components: one being job creation already incorporated into the five targeted industries along with bulleted items that address infrastructure and quality of life issues.

Bruce Smith recommended Joan Miller at Professional Development Associates, 1101 42<sup>nd</sup> Avenue North, Fargo, ND 58102 (701-235-5214) as a potential consultant to prepare the Strategic Plan.

Bruce Furness recommended Consensus Counsel on Interstate Avenue in Bismarck as another possible consultant.

Elaine Fremling asked that Foundation members think about building the Plan with the comments we have received over the past year and asked for a commitment of their time for Plan development which might involve several meetings with the consultant and a subcommittee of several Foundation members.

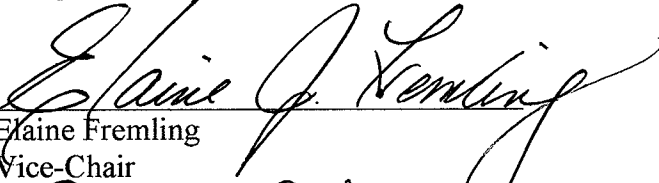
## **LEGISLATIVE RECEPTION**

The Legislative Reception is being held this evening from 5:30 p.m. – 7:30 p.m. at the Kelly Inn in Bismarck. Jack Dalrymple will provide comments on behalf of the Governor. The Governor and Ron Rauschenberger both plan to make an appearance at the event. The Reception is a joint


effort between the Economic Development Foundation, EDND of North Dakota, and the ND Young Professionals Network. The hope is to have 175 Legislators attending the reception. The goal of the reception is to heighten the awareness of the Foundation's mission to Legislators.

**ADJOURNMENT:**

Being no further business, Elaine Fremling adjourned the meeting at 4:25 p.m.

  
Elaine Fremling  
Vice-Chair

4/2/09  
Date

  
Jill Schwab  
Recorder

4/2/09  
Date

**FUTURE ACTION ITEMS:**

- ✱ Bruce Furness will be in contact with Marvin Windows to try to secure a sponsorship pledge for the Foundation in the near future.
- ✱ Members will e-mail Jill Schwab with dates in March and April that conflict on their schedules so that the Foundation is able to have a good turnout at the next meeting.
- ✱ Foundation members should begin to review the Strategic Plan in order to launch a Strategic Planning process. Part of this process will be choosing a consultant to write the plan and putting together a subcommittee to outline plan highlights and components to address.
- ✱ Members should plan to attend the Legislative Reception to heighten Legislator awareness of the Foundation's mission on February 2, 2009.